



**GULF COUNTY, FLORIDA  
BUILDING DEPARTMENT**

1000 CECIL G. COSTIN, SR, BLVD., ROOM 305 \* PORT ST. JOE, FLORIDA 32456 \* PHONE (850) 229-8944 \* FAX (850) 229-7873

**APPLICATION FOR RESIDENTIAL BUILDING PERMIT**

1. OWNER'S NAME: \_\_\_\_\_
2. OWNER'S MAILING ADDRESS: \_\_\_\_\_
3. OWNER'S PHONE NUMBER: \_\_\_\_\_ CELL#: \_\_\_\_\_
4. 911 OR PROPERTY ADDRESS OF CONSTRUCTION: \_\_\_\_\_
5. PROPERTY TAX IDENTIFICATION NUMBER: \_\_\_\_\_
6. LEGAL DESCRIPTION: \_\_\_\_\_
7. CONTRACTOR'S NAME: \_\_\_\_\_
8. CONTRACTOR'S MAILING ADDRESS: \_\_\_\_\_
9. CONTRACTOR'S PHONE NUMBER: \_\_\_\_\_ CELL#: \_\_\_\_\_
10. CONTRACTOR'S FLORIDA LICENSE NUMBER: \_\_\_\_\_
11. CONTRACTOR'S FLORIDA LICENSE EXPIRATION DATE: \_\_\_\_\_
12. ENVIRONMENTAL HEALTH PERMIT NUMBER: \_\_\_\_\_
  - a. Department of Environmental Health phone number: (850) 227-1276 (ext: 125)
13. SEWER RECEIPT (if using the City of Port St Joe, FL)
  - a. City of Port St. Joe, FL office phone number: (850) 229-8261
14. FLOOD ZONE DESIGNATION: ( ) X ( ) A ( ) AE ELEVATION: \_\_\_\_\_  
VE ELEVATION: \_\_\_\_\_
15. IF LOCATED IN A FLOOD ZONE, A FLOOD STATEMENT LETTER OR ELEVATION CERTIFICATE **MUST** BE PROVIDED WITH THE PERMIT APPLICATION.

16. IF THE CONSTRUCTION IS LOCATED IN A FLOOD ZONE:
- a. THE BUILDING DEPARTMENT **MUST** HAVE A SEALED ELEVATION CERTIFICATE.
  - b. THE CERTIFICATE **MUST** INCLUDE AN ELEVATION FOR THE LOWEST MACHINERY LEVEL. (THE LETTER "E" ON THE CERTIFICATE). **"N/A" ON THE ELEVATION CERTIFICATE WILL NOT BE ACCEPTED.**
17. TWO (2) COPIES OF PLANS SIGNED AND SEALED BY A REGISTERED FLORIDA ENGINEER OR ARCHITECT.
- a. **MUST** have wind loads of 140 3-second gust/120 sustained on the plans. If North of the Intracoastal canal then 130 3-second gust/110 sustained.
  - b. All plans **MUST COMPLY** with the **2007 Florida Building Codes (NO EXCEPTIONS)**.
18. SITE PLANS IDENTIFYING NEW CONSTRUCTION AND ALL PROPERTY LINE SETBACKS **TO INCLUDE ALL OTHER STRUCTURES WITHIN THE CONSTRUCTION AREA.**
19. PROVIDE WINDOW PROTECTION REQUIREMENTS: \_\_\_\_\_
20. PROVIDE A TRUSS DETAIL: \_\_\_\_\_
21. PROVIDE THE "FLORIDA ENERGY EFFICIENCY CODE FOR BUILDING CONSTRUCTION" FORM. THIS FORM **MUST** INDICATE A RATING WITH A PASSING SCORE.
22. "NOTICE OF COMMENCEMENT" FORM (This form can be obtained at the Gulf County, FL Clerk's office).
23. UPON CONSTRUCTION COMPLETION: PROVIDE A RAISED STAMPED POST-CONSTRUCTION SURVEY.
- a. THE SURVEY **MUST** IDENTIFY THE EXACT PROPERTY LINES.

NOTE: THE DEPARTMENT OF ENVIRONMENTAL HEALTH FINAL INSPECTION **MUST** BE COMPLETED BEFORE THE SCHEDULING OF A FINAL INSPECTION.

NOTE: ITEMS (15 and 23) **MUST** BE RECEIVED BY THE BUILDING DEPARTMENT BEFORE THE FINAL INSPECTION IS SCHEDULED. IF NOT, THIS COULD DELAY THE ISSUING OF A "CERTIFICATE OF OCCUPANCY".